MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 07/12/10
Time: 1:00 PM – 3:00 PM

Attendees: Brad Spittel (BMC), Ashley Buzzeo (CGIS), Mark Helmken (CGIS), Julia Lukens (DBED), Brad Wolters (DHCD), Bill Farrington (DJS), Kevin Coyne (DNR), Kenny Miller (DoIT/GIO), Frank Siano (MDE), Doug Campy (MDE) and Graham Petto (MDP)

AGENDA:

- 1:00 PM – 1:05 PM Introductions

- 1:05 PM – 1:10 PM Review of June 22, 2010 Meeting Minutes

- 1:10 PM – 1:30 PM Application Subcommittee Updates

- 1:30 PM – 1:40 PM Data and Resources Subcommittee Updates

- 1:40 PM – 2:10 PM Outreach Subcommittee Updates

- 2:10PM – 2:30 PM Security Subcommittee Updates

- 2:30 PM – 3:00 PM Other Business

ACTION ITEMS:

Action Items:	Date Assigned:	Follow Up By:
ESRI will be invited to July 20th Technical Committee meeting for Community Mapper presentation, demo and discussion • Community Mapper Demo & Presentation scheduled for 8/3 Technical Committee meeting from 1 – 2:30p.m. (confirmation needed)	Updated 7/12/10; Submitted 6/22/10	Co-chairs, Ashley Buzzeo
Metadata Services • Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap • Email Sent to Kenny • Agency leads from Tech Comm to make progress ○ Direct contact of data owners • A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for the parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process. • No updates available	Updated 7/12/10; 6/22/10; 5/18/2010; Submitted 4/20/10	Technical Committee; GIO
Contact DoIT representative to participate in Tech. Comm. • No regular representative is available, but DoIT can be consulted as needed	Updated 7/12/10	GIO

	Submitted 3/2/10	
Check with DoIT about an existing state-level Change Control Policy • <mark>No document available</mark>	**Updated 7/12/10** **Submitted 3/2/10**	Co-chairs, GIO

Application Subcommittee Action Items:	Date Assigned:	Follow Up By:
Consolidate list of Requirements for a rapid application deployment option (Phase 1)	**Submitted 7/12/10**	GIO
Application Subcommittee: • **Generate a Charter** • **Developer's page has been developed and posted to DNR website. Everyone should review and provide email comments to Lisa Lowe.** • **Google search still needs to have the redirect corrected for MD iMap** • **Table developed of 57 requirements. Includes keywords such as service, tools, etc. It is 95% complete and will be available for review soon** • **Extensive discussion on the Broadband mapping application and the need for it to adhere to other State websites as administered by DoIT. The key issue is the amount of "real estate" available on screen for mapping applications. There was recognition that the direction mandated for this application will establish a precedent for future apps. It was generally felt the mapping application should be allowed to use more screen space than what is currently mandated.** • **Discussion and agreement about applications being expandable to higher resolution monitors.**	**Updated 6/22/10** **Submitted 4/20/10**	**Application Subcommittee**
Application Subcommittee: • **Recruit a developer to participate from MES** • **Follow up w/Brooks Weaver, Tim Palmer and Kenny Miller** • **Discussion about impact of changes to data standards and how they impact application usability. Any data changes need to correspond to the application since MD iMap is application centric.**	**Updated 6/22/10** **Submitted 4/6/10**	**Kaushik Dutta**

Data Subcommittee Action Items:	Date Assigned:	Follow Up By:
Respond to Data Layer Prioritization Email • **Resent email & received 9 responses** • **Currently compiling responses**	**Submitted 5/4/10**	Data Subcommittee
Cache Tile Recommendation • **Follow up with NSGIC State Responses**	**Submitted 5/4/10**	Data Subcommittee,

	Date Assigned:	Follow Up By:

• ESRI Community Map Program
   o Research this product
   o Demo from ESRI
• Will be sticking with current scaling levels for caching. ESRI, Google and Bing all have same tiling scheme. A decision to change the scheme used by the private vendors will be made after security issues are addressed.
		Ashley Buzzeo

Data Subcommittee: • Draft a Charter	4/6/10	Data Subcommittee
Follow up with Policy & Procedures documentation for Data Submission and Services Submission • Plans to pick this up again at the end of Summer 2010 • No progress on charter	3/16/10	CGIS, Data Subcommittee

Outreach Subcommittee Action Items:	Date Assigned:	Follow Up By:
Obtain feedback concerning how to improve upon current outreach strategies	5/18/10	Outreach Subcommittee
Generate an email including a brief explanation of the Tech Comm's vision and the Portal web address (Include Lisa Lowe) • Email will be blasted by Tech Comm members to extended GIS community • Vision document needs to be updated to be included	Updated 5/18/10; 4/20/10	Outreach Subcommittee
Outreach Subcommittee: • Recruit participants • Setup a meeting / conference call with all participants	4/20/10	Outreach Subcommittee
Outreach Subcommittee: • Generate a Charter	4/20/10	Outreach Subcommittee
Obtain additional MD iMap Technical Committee members through outreach • Email potential new members (Doug Adams has potential member emails)	3/16/10	Outreach Subcommittee, Co-chairs

Security Subcommittee Action Items:	Date Assigned:	Follow Up By:
Obtain Enterprise Security Mapping Models from other states (In Progress) • Exploring other states and users. Many other use communities tend to be more centralized in administration. Exploring software that supports auto-registration of secure services.	5/4/10	Security Subcommittee

Completed Action Items:	Date Assigned:	Follow Up By:
Distribute minutes from 5/21/10 meeting to Tech. Comm.	6/8/10	Kaushik Dutta
Need volunteer to lead Outreach Subcommittee • Potential Committee members have been identified and are being contacted.	5/18/10	Technical Committee
Contact John Coleman (MDP) about assisting with Outreach Subcommittee efforts • John Coleman will support but will be unable to lead due to PlanMaryland responsibilities	6/8/10	Graham Petto
Geocode Service to include Latitude/Longitude	4/20/10	GIO

• Recommendations to provide an additional service with latitude/longitude outputs • Kenny is working on securing funding • Has been developed and is in the process of being implemented.		

MEETING NOTES:
§ Introductions
- *Round-the-room.*

§ Review of June 22, 2010 Meeting Minutes

- Outreach Subcommittee Co-chairs: Mark Helmken & Scott Jeffrey

§ Application Subcommittee Updates
- Requirements documentation for application is available for review
- Next steps: Steven Fabijanski (CGIS) – developer to assist with developing a prototype based on requirements
- Technical Committee needs to
  o Review requirements document
  o Decide if we are ready for a developer to begin moving forward
  o Details on funding need to be discussed
- What platform should be used for initial development?
  o Seeking recommendation from Technical Committee
  o Investigate options and which are successfully being used
- Clearly state who end users are
  o What is Technical Committee going to provide as available applications before user has to take development to the next level themselves?

Technical Committee changes to Requirements Document:
#1: clarify that this is a step-by-step wizard to select components to build an application
#10: widget based application development allows for ease of picking and choosing tools to be included (similar to #1)
#12: Tools/Services should be placed "outside the mapping frame" or "above the base map"
#13: Do we need to worry about the print outs being to scale or should a disclaimer be provided to accommodate lack of accurate scaling? Want to keep the printing simple for now.
#14: Sounds the same as #12
#15: Should this be left instead of right?
#21: Want to discuss additional basemap options besides just BING
#22: Sounds the same as #25
#23: Flex required only if utilizing MD iMap infrastructure for hosting
#35: Subjective decision, needs further discussion

Additional Comments for Requirements Document:
- Community Mapper, BING, Google, ESRI template to be used as basemap
  o Further discussion as to what's available
  o Make Microsoft API & Google API compatible and available to swap out basemap

- o Be flexible to accommodate all user's interests in showing basemap (local or freely available basemaps as additional options)
- o Add extent selection as option during creation of application (for local jurisdiction developers)
- Current application requirements are too complex, need a quicker standup application
  - o Hard code wizard to populate map with Maryland data
  - o Add thematic data add-in as an option
- Filter Requirements Document to include smaller number of requirements for Phase 1 application - Kenny Miller to consolidate and submit for review by Technical Committee
  - o Expected delivery date for application wizard end of August/early September

- Developers Page currently on Portal (being hosted at DNR)
  - o Email elements to add or links to Lisa Lowe
  - o Made steps to add code via Wiki or similar?
    - § Needs to be discussed

- Further communication needed with Frank Perrelli concerning the map template, specifically for the Broadband application

§ **Data and Resources Subcommittee Updates**
- Data changes will be affecting application performance over the next few weeks
  - o Parcels will be changing in next few weeks
    - – Look and feel of symbology to change
    - – Need centroid to use identify tool on a parcel
  - o Timeline has change done by end of the month
    - – Application recoding will need to be done to accommodate

- Discussion to create new ArcGIS Server folder – "Data"
  - o Services in this folder would not be supporting any application and would be available for download
  - o Easier for security isolation ("Data" folder can be secured independent of other folders)
  - o Utilize setup to phase out data service for application use only
  - o Take current services to make geodata services and not just map services

- WFS service – allows for download of service data
  - o CGIS testing, results to follow
  - o Identify data that can be extracted and isn't needing to be secured
    - – Check with service owners
  - o Land use/Land cover service will be used as test case
    - – CGIS will request testing through Technical Committee

- Split/separate basemap elements
  - o Determine number of unique basemap services this will create
  - o Time, effort, cost to maintain – Ashley Buzzeo will provide to Kenny Miller
- No metadata updates

- CSSC Mapper data to be updated Friday, 7/16

- o **Chester County data will be added**
- o **York County imagery will be added**

- • **Tweet was sent out concerning availability of latitude/longitude geocode service via MD iMap**
- • **In the future – tweet content should be sent to Lisa Lowe for inclusion on the portal**

- • **Charter Draft is available**
  - o **To be reviewed**

- • **Next meeting expected within the next two weeks**

§ **Security Subcommittee Updates**
  - • **Suggest that MOU be developed alongside user group discussion**
    - o **MOU would determine who has access to what services on MD iMap**

  - • **User groups needs to be defined for determining security groups**
    - o **Requests for feedback concerning how to formulate these groups is being sought**

  - • **Available Spatial Data Security models have been researched**
    - o **Minimal examples were found**
    - o **Available documentation being forwarded to group from David Geeraerts**

  - • **Next Steps:**
    - o **Security Subcommittee Meeting after next Technical Committee Meeting – 8/3 from 2 – 4p.m.**
    - o **Draft definition of user groups – mid-August**
    - o **Prepare updated Security document for Executive Committee meeting – 8/26/10**
    - o **Review with the greater community in September**
    - o **Final Draft & Presentation to Executive Committee meeting in October**

§ **Additional Business**
  - • **ELA**
    - o **Meeting on Wed., 7/14 between ESRI and Governor's Office**
    - o **Current licensing across state agencies = $580,000 to ESRI**
    - o **Original ELA quote per year = $1,000,000 (3 year contracts)**
    - o **Help desk will have to be established**
    - o **Agencies will have to track free software received by ESRI, this is the basis for next contract**
    - o **Will need to determine how to manage licenses, who gets what, who pays what**

  - • **MSDE**
    - o **Sydney Drake (CIO): Executive Committee meeting attendee**
    - o **Software ELA was written up with ESRI**
    - o **Hold on ELA in DoIT (funding conflict on training)**
    - o **May not be consistent with statewide efforts**
    - o **All K – 12 schools will get GIS**

-END MEETING-